



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600

ARMY BULLETIN NO. 47

20 August 2003

INDIVIDUAL UNIT LEVEL PERSONNEL LOGISTICS TRAINING AND ANNUAL LOGISTICS PICNIC

1. Reference: NJDMAVA Form 350, Unit Training Schedule, Logistics Advisory Committee, dated 14 Aug 03, SAB, copy attached.
2. The Semi-Annual Logistics Training Program and Annual Logistics Picnic will be conducted on Thursday, **11 Sep 03**, at the National Guard Training Center, Sea Girt, New Jersey.
3. All Full Time Manning (FTM) MSC and BN level S4s, S4 Sergeants, individual unit level Supply Sergeant, Readiness NCOs, Training NCOs responsible for unit level logistics and selected OMS personnel, are required to attend scheduled training. MSC and BN level FTSSs, CSMs and SGMs are also invited to attend. To ensure the success of this program, Full Time Support Supervisors (FTSS) must review noted reference with appropriate unit level personnel prior to scheduled training. Personnel will report with all appropriate documents, blank forms, etc., as outlined in noted reference.
4. The Semi-Annual Training Program and Annual LAC Picnic, provides the opportunity to build soldier esprit de corps, section teamwork and vital cross unit and interdepartmental relationships. In support of this effort, the CofS, NJARNG, has approved two (2) hours of administrative leave for personnel attending the picnic.
5. Headquarters concerned will provide number of personnel to attend scheduled training and the annual picnic to CW2 John Garrison, G4-FST, (609) 562-0281, NLT **8 Sep 03**. A dollar (\$ 1.00) donation at sign-in would be greatly appreciated to help defray the cost of coffee break refreshments. The annual picnic is at no cost to personnel, E6 and below. For senior individuals E7 and above, a ten dollar (\$ 10.00) donation at sign-in would also be greatly appreciated to help defray the expenses associated with the picnic.
6. The LAC Training Committee POC for additional information is, 1LT Richard W. Coffland, G4-FSA, at (609) 562-0273.

OFFICIAL:

FRANK. R. CARLINI
COL, GS, NJARNG
Chief of Staff

GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General

DISTRIBUTION: A, A2, B, C

UNIT TRAINING SCHEDULE		UNIT: LOGISTICS ADVISORY COMMITTEE			ARTEP - N/A	DATE: 14 AUG 2003
		STATION: NATIONAL GUARD TRAINING CENTER Sea Girt, New Jersey			INCLUSIVE DATES FROM: 11 SEP 03 TO: 11 SEP 03	
WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM
		<p>LOGISTICS ADVISORY TRAINING AND INSTRUCTION COMMITTEE</p> <p>MISSION: PREPARE NJARNG UNITS FOR WARTIME EMPLOYMENT</p> <p>OBJECTIVE:</p> <ol style="list-style-type: none"> 1. Establish and maintain a training program to improve the proficiency of individual unit level logistical personnel. 2. Analyze and provide recommended courses of action to improve logistical readiness. 3. Analyze and provide recommended courses of corrective action for systemic problems and or trends identified within units during assistance visits/inspections. <p>OIC: LT Richard Coffland (G4-FSA)</p> <p>ASSISTANT OIC: LTC Peter A. D'Elia (G4-POR)</p> <p>ADVISORS: MSG Andrew D. Hall (S4 SGT, 42nd DISCOM) MSG Hermenegildo Devarie (S4 SGT, 57th TRP CMD) MSG Israel Garcia (S4 SGT, 50th BDE) MSG Edward W. Cihanowic (USPFO-SSD-W)</p> <p>TRAINING STANDARDS:</p> <ol style="list-style-type: none"> a. Performance oriented workshop/hands-on training. b. Conduct to standard in a professional manner. c. Trainers tasked in writing and held accountable. 				
<p>* FOR RESERVE COMPONENTS. Personnel of this organization are hereby ordered, subject to appropriate provisions of law and regulation, to attend the inactive duty training assemblies scheduled herein for the period</p> <p>11 SEP 03 to 11 SEP 03, inclusive.</p>			<p>Typed Name and Grade of Unit Commander</p> <p>JOSEPH A. SARAMA, LTC, QM, NJARNG, LAC Chairman</p>		<p>Signature //S//</p>	

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WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM
		<p>TRAINING STANDARDS (CONTINUED):</p> <ul style="list-style-type: none"> d. Publish formal training schedule. e. Fix specific problems. f. Train minimum number of subjects at a time to standard, rather than trying to correct everything at once. g. Provide each Battalion/Squadron S-4 Sergeant, Separate/Individual Company POC with corresponding take-home training packet. h. Train Battalion/Squadron S-4 Sergeants, individual unit level personnel to standard by having them train each other. i. Provide method for evaluation and feed back by individual unit level personnel. j. Develop competition between units by conduction formal hands-on evaluations and written tests. Provide results by name, individual unit and MSC. k. MSC Advisors identify personnel requiring "additional" training and schedule them for a formal military school or unit workshop. <p>CONCLUSION: The success of this program depends upon the ability of this committee to train and motivate Battalion/Squadron and individual unit level personnel to work together and to standard. While there is nothing radical in concept about this program, some things are unique and different.</p> <p>CLOSING STATEMENT: The time to train is now. It is better to be decisive and risk being wrong, than to organize at length and be right too late.</p>				
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		STATION: NATIONAL GUARD TRAINING CENTER Sea Girt, New Jersey			INCLUSIVE DATES FROM: 11 SEP 03 TO: 11 SEP 03	
WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM
	NOTES:	<p>1. UNIFORM: Class "C", BDU with bloused boots, sleeves rolled up and beret. Parka and trousers, wet weather should be available. All personnel will comply with the Army uniform and standards IAW, AR 670-1.</p> <p>2. COFFEE BREAK: 1000-1015 Hrs, LAC Committee to provide beverage and snacks as available. MSC S-4 to provide number of personnel to attend, to G4-FST, NLT 8 Sep 03. At sign-in, a \$1.00 donation from each soldier would be greatly appreciated to help defray the cost of refreshments.</p> <p>3. ANNUAL PICNIC: G4-FST, OIC Picnic Activities. MSC S4 to provide accurate number of personnel to attend to G4-FST, NLT 8 Sep 03. No cost to personnel E6 and below, for those senior individuals (E7 and above) attending the picnic, a ten dollar (\$10.00) donation at sign-in would be greatly appreciated to help defray the expenses associated with the picnic.</p> <p>4. CLASSROOM SET-UP: To be accomplished by MSC S4, designated trainers and assistant trainers, to include set-up of tables, chairs, overhead projector, handouts, etc.</p> <p>5. PERSONNEL TO ATTEND: "ALL" Full Time Manning (FTM) MSC/Battalion Level S-4 and S-4 SGT, individual Unit Level Supply sergeant, Readiness NCO, Training NCO responsible for the accomplishment of unit logistics requirements and selected OMS Personnel. MSC and BN level FTSS, CSM and SGM are also invited to attend.</p> <p>6. SAFETY: Safety is a priority and is everyone's responsibility.</p>				
* FOR RESERVE COMPONENTS. Personnel of this organization are hereby ordered, subject to appropriate provisions of law and regulation, to attend the inactive duty training assemblies scheduled herein for the period 11 SEP 03 to 11 SEP 03, inclusive.			Typed Name and Grade of Unit Commander JOSEPH A. SARAMA, LTC, QM, NJARNG, LAC Chairman			Signature //S//

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		STATION: NATIONAL GUARD TRAINING CENTER			INCLUSIVE DATES	
		Sea Girt, New Jersey			FROM: 11 SEP 03	TO: 11 SEP 03
WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM
THURSDAY 11-Sep-03						Uniform Note: C = BDU's
0700 - 0800	ALL (-)	Establish Classrooms and Training Areas	Bldg 26	1LT Coffland MSC S4	Facility SOP	Conduct Rehearsals, Obtain/Distribute Training Aids, Coordinate Classroom use C
0800 - 0815	ALL	Sign-In, Collect Donations, Welcome, and Admin Remarks	Bldg 26	1LT Coffland MSC S4	Facility SOP Personal Notes	C
0815 - 0830	ALL	LAC Mission, Objectives and Standards	Bldg 26	LTC Sarama 1LT Coffland	LAC Charter, dtd 31 Jul 03	C See Enclosure 1
0830 - 0915	ALL	HSCOE Overview, Reports and Reporting Procedures	Bldg 26	SGM Zebrowski LTC (Ret) Fox	ANNEX D (LOGISTICS) to MSCA OPLAN 2003-1, dtd 1-Oct-02	C See Enclosure 2
0915 - 1000	ALL	ULLS-G / Calibration Overview - Maintenance and Unit Crosswalk	Bldg 26	WO1 Lynch SFC Noll	Chapter 19, DOL-SMM SOP 750-1, dtd 1 Dec 98	C See Enclosure 3
1000 - 1015	ALL	Break		CW2 Garrison MSC S4	Facility SOP	C
1015 - 1045	ALL	Backorder Reconciliation	Bldg 26	MSG Cihanowic Ms. Kienzle	Paragraph 4-29, Chapter 4, AR 710-2	C See Enclosure 4
1045 - 1115	ALL	IMAP Overview	Bldg 26	SGM Slachetka SSG Falls	IMAP Lower Level User's Manual, dtd Mar 2004	C See Enclosure 5
1115 - 1200	SEL PERS	IMAP Breakout - Maintenance	Bldg 30	SFC Vanderveen SPC Norton LTC Nunn	IMAP Lower Level User's Manual, dtd Mar 2004	C Sel Pers: OMS Personnel See Enclosure 5
1115 - 1200	ALL (-)	Change of Command Inventory Procedures	Bldg 26	CW3 Remig MSG Devarie	AR 710-2, AR 735-5, NJARNG Change of Cmd SOP, dtd 11 Jul 97	C See Enclosure 6
1200 - 1300	ALL	Lunch/Picnic Meal	Local Economy Pavilion 1	CW2 Garrison MSC S4	Facility SOP	Civilian Clothes
1300 - 1645	ALL	SME, MSC, OMS Breakouts, AAR	Pavilion 1	MSC S4 Subject Matter Experts G4-SMM	Noted References	See Enclosure 7 Civilian Clothes
1645 - 1700	ALL	Closing Remarks/Dismissal	Pavilion 1	LTC Sarama MSC S4	Facility SOP	Civilian Clothes
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ENCLOSURE 1 TO NJDMAVA FORM 350, DATED 14 AUG 03

TASK: LAC Mission, Objectives and Standards.

CONDITIONS:

1. Review Mission, Objectives and Training Standards.
2. Discuss requirement to work together and too standard.

STANDARDS:

1. Participating personnel commit to meeting objectives and standards of LAC Training Program.
2. Improve quality of unit level logistical operations.

REFERENCES: LAC Charter, dated 31 Jul 03.

ENCLOSURE 2 TO NJDMAVA FORM 350, DATED 14 AUG 03

TASK: HSCOE Overview, Reports and Reporting Procedures.

CONDITIONS:

1. Review requirements of ANNEX D (LOGISTICS), to MSCA OPLAN 2003-1.
2. Discuss preparation and submission of required reports with corresponding documentation.

STANDARDS:

1. Participating personnel obtain working knowledge of required reports and reporting procedures.
2. Improve accuracy and submission of required reports.

REFERENCE: ANNEX D (LOGISTICS), to MSCA OPLAN 2003-1, dated 1 Oct 02.

ENCLOSURE 3 TO NJDMAVA FORM 350, DATED 14 AUG 03

TASK: ULLS-G/Calibration Overview – Maintenance and Unit Crosswalk.

CONDITIONS:

1. Review quarterly TMDE/Calibration Listings and Monthly Delinquent Listings.
2. Review initiation of unit work orders (DA FORM 5990-E) to send equipment through OMS to CSMS for calibration.

STANDARDS:

1. Participating personnel obtain working knowledge of MTOE equipment requiring calibration and documents to be maintained.
2. Improve quality and accuracy of unit equipment calibration program.

REFERENCES: Chapter 19, DOL-SMM SOP 750-1, dated 1 Dec 98

ENCLOSURE 4 TO NJDMAVA FORM 350, DATED 14 AUG 03

TASK: Backorder Reconciliation.

CONDITIONS:

1. Review Customer Reconciliation Listing.
2. Discuss RECON Codes and Validation of Due-Outs.

STANDARDS:

1. Participating personnel obtain working knowledge of RECON Codes.
2. Improve quality and submission of Backorder Reconciliation.

REFERENCES: Paragraph 4-29, Chapter 4, AR 710-2.

ENCLOSURE 5 TO NJDMAVA FORM 350, DATED 14 AUG 03

TASK: IMAP Overview/Maintenance Force Breakout.

CONDITIONS:

1. Discuss core requirements of IMAP Program.
2. Provide basic guidance concerning utilization of IMAP Program.

STANDARDS:

1. Participating personnel obtain working knowledge of IMAP procedures.
2. Improve individual unit level utilization of IMAP Program.

REFERENCES: IMAP Lower Level User's Manual, dated March 2004.

ENCLOSURE 6, TO NJDMAVA FORM 350, DATED 14 AUG 03

TASK: Change of Command Inventory Procedures.

CONDITIONS:

1. Discuss unit preparation for a Book Check.
2. Discuss planning, coordination, team work, preparation of supply room, storage areas, arms vault, wall to wall process and documentation required for conduct of Change of Command Inventory.

STANDARDS:

1. Participating personnel obtain working knowledge of Change of Command inventory procedures.
2. Improve quality of unit level property accountability.

REFERENCES: AR 710-2, AR 735-5, NJARNG Change of Command SOP, dated 11 Jul 97.

ENCLOSURE 7 TO NJDMAVA FORM 350, DATED 14 AUG 03

AFTER ACTION REVIEW (AAR)

In the space provided below, evaluate each period of instruction and list your comments concerning the adequacy of training and improvements required:

LAC Mission and Objectives:

HSCOE Overview, Reports and Reporting Procedures:

ULLS-G/Calibration Overview – Maintenance and Unit Crosswalk:

Backorder Reconciliation:

IMAP Overview:

IMAP Maintenance Breakout:

AFTER ACTION REVIEW (AAR) CONTINUED:

Change of Command Inventory Procedures:

Do you require additional guidance and assistance in any of the training presented today, explain in detail below:

List two (2) subjects that “YOU” believe should be presented at the next period of training:

1.

2.

General Comments:

MTOE Duty Assignment/Rank:
03

Date: 11 Sep